

**PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION**

NOTICE
12.3.1

June 8, 2012

TO: All Bureau Commanding Officers

FROM: Commanding Officer, Personnel Division

SUBJECT: SAFETY COMMITTEE MEMBER LIST

Department Manual Section 3/789 requires each Area commanding officer to establish an Area Safety Committee comprised of a lieutenant, as chairperson, and two employees. This section also requires the commanding officer of each specialized division to establish a Division Safety Committee comprised of three employees, including a supervisory employee designated as chairperson by the commanding officer.

Personnel Division is requesting that each Bureau compile a list of all their Area/Division Safety Committee members which shall include the name, rank, serial number, and division of each employee. The list shall be forwarded to Medical Liaison Section, Personnel Division, via Intradepartmental Correspondence, Form 15.02.00, no later than July 18, 2012.

If there are any questions regarding this Notice, please contact Lieutenant II Leonard Cross, Officer in Charge, Medical Liaison Section, Personnel Division, at (213) 486-4600.

APPROVED:



FRANCOIS L. GARDERE JR., Police Administrator
Commanding Officer
Personnel Division



STEPHEN R. JACOBS, Deputy Chief
Chief of Staff
Office of the Chief of Police

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